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# PERMANENT CHANGE OF STATION

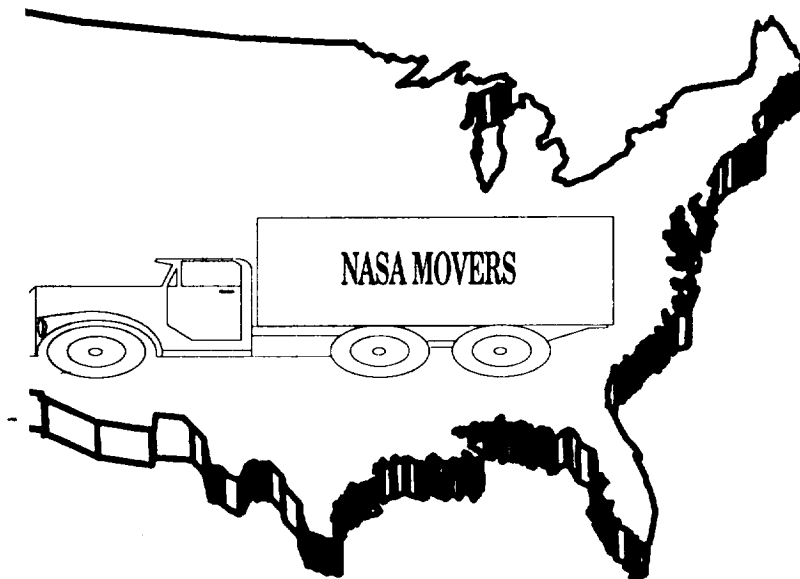
## The NASA Employee's Guide to an Easier Move

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STATION: THE NASA EMPLOYEE'S GUIDE  
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**NASA**

National Aeronautics and  
Space Administration



## TABLE OF CONTENTS

<b>Table of Contents</b> .....	i
<b>Foreword</b> .....	iii
<b>Important Names and Numbers</b> .....	iv
<b>Introduction</b> .....	v
 <b>Chapter 1: Get Ready</b> .....	 1
Employee Service Agreement (FMM 9761-3) .....	1
Travel Information Request .....	1
Travel Authorization (FMM 9761-1) .....	2
Advance of Funds .....	3
Travel Vouchers .....	4
Real Estate Transactions and Unexpired Leases (FMM 9762-14 through 9762-18)) .....	4
 <b>Chapter 2: Get Set</b> .....	 9
Househunting Trip (FMM 9762-5) .....	9
Movement of Household Goods (FMM 9762-19 through 9762-34) .....	10
Storage of Household Goods (FMM 9762-35 through 9762-42) .....	12
 <b>Chapter 3: Go!</b> .....	 13
Per Diem Reimbursement (FMM 9762-4) .....	13
Temporary Quarters (FMM 9762-6) .....	14
Privately Owned Vehicle (POV) (FMM 9762-2 and 9762-3) ..	17
Miscellaneous Moving Expenses (FMM 9762-7 through 9762-13) .....	18
 <b>Chapter 4: After the Finish Line</b> .....	 21
Travel Vouchers .....	21
Tax Information (FMM 9765) .....	22
Loss or Damage Claims .....	23
SES Last Move Home (FMM 9761-20 through 9761-28) .....	23
Final Comments .....	24
 <b>Chapter 5: Getting Professional Help</b> .....	 25
NASA Relocation Services Coordinator .....	25
Destination Area Services .....	25
Home Sale Assistance Program .....	26
Marketing Assistance Plan (MAP) .....	27

## Appendices

A. Sample Forms.....	29
NASA Form 1337, Service Agreement - Transferred Employee.....	30
NASA Form 420, Service Agreement - First Duty Station Appointment .....	31
NASA Form 1449, Information Covering Persons Transferred or Appointed to First Duty Station.....	32
NASA Form 1450, Authorization - Change of Official Station .....	33
Standard Form 1038, Advance of Funds Application.....	34
Standard Form 1012, Travel Voucher (Front).....	35
Standard Form 1012, Travel Voucher (Back).....	36
NASA Form 1338, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station (Front).....	37
NASA Form 1338, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station (Back).....	38
NASA Form 1500, Claim For Temporary Quarters Subsistence Expense Reimbursement (Front).....	39
NASA Form 1500, Claim For Temporary Quarters Subsistence Expense Reimbursement (Back).....	40
NASA Form 1204, Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service (Front).....	41
NASA Form 1204, Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service (Back).....	42
B. Summary of Allowances and Exclusions.....	43
C. Transfer to Post Outside Continental U.S (FMM 9762-25 through 9762-34).....	47
D. Glossary of Terms.....	49
E. Statement on Violation of Service Agreement (FMM 9762-17).....	55
F. A Helpful Checklist of Things to Do.....	57

## FOREWORD

Congratulations on your relocation with NASA! We hope your move is as smooth and trouble-free as possible.

Moving is never easy; there is very little time and many decisions need to be made. During your relocation you're going to get a lot of advice from a lot of sources. It's important to NASA that you and your family make positive, well informed decisions regarding your relocation.

Educate yourself and your family about the relocation process so you'll know what to expect. That's why we're asking you to take a few moments out of your now-even-busier schedule to read this Handbook. It explains most of what you'll need to know for a successful move. In fact, it was designed to be used as a tool for *managing* your relocation.

This Handbook is not only a "how-to" guide, but also a "things-to-do" list. Each time there is an item discussed that you'll need to attend to, you'll be provided with a box in the wide margin. When you complete the task you can check it off, as you see in the example at the right. As you get closer to your actual move, you can zero in on the boxes that are still blank. The boxes with the dark borders are those items that all transferees need to do; the gray boxes indicate something that may or may not pertain to you. Read the accompanying text to see if a gray box indicates an item you need to address.

(Example)



Read this  
Guide

If you ever feel you need more specific information on any topic, ASK! Contact your Personnel Office, relocation counselor, or Financial Management Division, whichever is appropriate. *There is no such thing as a trivial question when it comes to relocation.* Remember, the responsibility for a problem-free, reimbursable move rests with NASA and you.

The key to a successful relocation—this guide—is now in your hands!

## IMPORTANT NAMES AND NUMBERS

### NASA

Your Local Personnel Office:

Point of Contact:

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Your Local Transportation Office:

Point of Contact:

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Your Local Financial Management Division:

Point of Contact:

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Your New Supervisor:

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### Your Home

Your Marketing Assistance Counselor:

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Your Listing Agent:

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Destination Area Consultant:

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Home Sale Assistance Counselor:

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### Other Important Numbers

1. 

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2. 

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3. 

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4. 

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5. 

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## INTRODUCTION

This guide is for you, the NASA employee, preparing to make a permanent change of station. Whether you are a transferee or a new appointee, this guide contains information that will help your Government-authorized move go more smoothly from start to finish. **See Appendix F for a helpful checklist of things to do.**

The guide outlines the allowances and expense reimbursements you are entitled to under Federal Travel Regulations (FTR). It provides you with samples of forms you may need to fill out to start the transfer rolling and to claim reimbursements. However, it is important to note that this guide is not a copy of the FTR. Information in the FTR and the NASA Travel Regulations, FMM 9760, is far more detailed and is always updated and correct. **See Appendix D, Glossary of Terms, for an explanation of any term used herein that you do not understand.**

**Eligibility.** Any GS/GM or SES NASA employee who is transferred in the interests of the Government is eligible for a number of allowances and reimbursements. Two or more employee members of the same immediate family, transferred in the interest of the Government, are allowed to receive separate relocation benefits. The transfers would be treated as two separate relocations, but there will be no duplicate payment for the same expense. New appointees are also eligible for selected allowances. Below is a chart that illustrates the benefits that are available to you as either a transferee or new appointee (**for a more detailed summary of specific entitlements, see Appendix B, Summary of Allowances and Exclusions**):

<b>Entitlement</b>	<b>Transferees</b>	<b>New Appointees</b>
Househunting Trip	X	
Transportation (incl. family)	X	X
Per Diem	X*	X*
Household Goods	X	X
Temporary Storage	X	X
Non-Temp. Storage	(limited)	(limited)
Mobile Home	(limited)	(limited)
Temporary Quarters	X	
Real Estate Expenses	X	
Relocation Services	X	
Misc. Expense Allowance	X	
Relocation Income Tax Allowance	X	

\* For a transferee, per diem for family is provided. Family per diem is not provided for a new appointee.

**Coverage.** There are a few rules governing NASA's ability to pay for your relocation expenses.

*First*, the distance between the old duty station and the new duty station needs to be at least 10 miles.

*Second*, you must sign a 12-month service agreement (please see next section for more detail on the service agreement).

*Third*, you must begin your travel—including transportation for your family and household goods—within 2 years from the effective date of change of official station. This 2-year limit includes settlement of real estate transactions, but the limit (in the case of sale/purchase or lease termination transactions) can be extended for an additional year upon request to the travel authorizing official. The 2-year period can also be extended if interrupted by active military service.



## Chapter One

**Get Ready . . . .**

Federal Travel Regulations require NASA to provide you with "reasonable" advance notice of a transfer. Assuming that, there are a number of things that need to be done well in advance before you make any plans regarding a permanent change of station. This chapter describes how you "get the ball rolling."

**Employee Service Agreement (FMM 9761-3)**

Whether you are a transferee or a new appointee, you must sign a service agreement before you can be issued travel orders. By signing this agreement, you agree to the transfer and to remain in government service for at least 12 months after the effective date of the transfer or relocation. See **Appendix E, Statement on Violation of Service Agreement.**

**To do:** Fill out NASA Form 1337, "Service Agreement - Transferred Employee." See **Appendix A-1.**



Form 1337:  
Service  
Agreement

**Or:**

**To do:** Fill out NASA Form 420, "Service Agreement-First Duty Station Appointment." See **Appendix A-2.**



Form 420:  
Service  
Agreement

**Travel Information Request**

After signing the service agreement, you will need to fill out a travel information request form that details where you and your household goods will be moved, the names of your immediate family, whether a househunting trip will be needed, etc.

This information will help your Point of Contact for Travel (POCT) determine which allowances and entitlements you will have available to you. *It is important that you fill out this form completely and in detail, since your travel authorization documents will be prepared on the basis of the information in this form.* This form, like the service agreement, needs to be completed before the authorization process can begin.

When filling out the travel information form, indicate how you are planning to move to your new duty station. If you are planning to go by "rail" or "air", you will need to contact the travel management center to make your reservations. This will enable you to obtain public transportation for your move. If you use your individual Diners Club charge card, you will be reimbursed for the cost of the tickets you purchase. Keep ticket stubs or receipts as proof of payment.



Form 1449:  
Travel  
Information

**To do:** Fill out NASA Form 1449, "Information Covering Persons Transferred or Appointed to First Duty Station." See Appendix A-3.



**To do:** Make Transportation Reservations.

Transportation  
Reservations

## Travel Authorization (FMM 9761-1)

To start the process in motion, you will need a completed NASA Form 1450, "Authorization - Change of Official Station." This form is the key to an authorized move. When signed by a personnel officer at the Installation to which you are transferring, it constitutes the authority to incur expenses necessary to move you and your family. These expenses may include: an advance househunting trip, advance of funds, storage of household goods, transportation, temporary quarters subsistence expenses, miscellaneous expense allowance, real estate and unexpired lease expenses, leave en route, use of relocation service companies, and others.

The authorization specifies the allowances to which you are entitled. *Read it carefully.* If you have any questions, ASK. If there is an allowance which does not appear, raise the question with the POCT or Installation Personnel Office *before you spend any resources* on your move. Be sure to clarify all questions as soon as possible because once you have begun to incur expenses, an authorization cannot be changed.

**To do:** Obtain a prepared NASA Form 1450, "Authorization--Change of Official Station" from your POCT and double-check for accuracy and clarity. See Appendix A-4.



Form 1450:  
Travel Orders

## Advance of Funds

You can make arrangements prior to your move to receive an advance of funds to cover some reimbursable expenses. Expenses that qualify for an advance of funds are:

- o Per diem, mileage, and common carrier costs anticipated for employee and family for move, and for househunting trip if authorized
- o Estimated allowable temporary quarters subsistence expense
- o Transportation and temporary storage of household goods or transportation of mobile home if by commuted rate method\*

**The outstanding travel advance will be deducted from the travel reimbursement vouchers as they are received, regardless of what expense is claimed on the voucher.**

The following cannot be funded in advance:

- o Miscellaneous moving expenses
- o Real estate transactions and unexpired leases (further explained in Chapter 3)

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\* The method by which your household goods are transported, either by "commuted rate" or "actual expense", will be determined by your POCT according to which is less expensive to the Government. The commuted rate method is used far less frequently.

- o Transportation and temporary storage of household goods or transportation of mobile home if by actual expense method (because the Government pays the mover directly)

The travel advance can't be issued earlier than 4 weeks before you actually need the funds—meaning before you actually move. Plan on it taking 2 weeks to process the advance (including mailing time).

**To do:** Fill out Standard Form 1038, "Advance of Funds Application." See Appendix A-5.



Form 1038:  
Advance of  
Funds

## Travel Vouchers

You will need to fill out travel vouchers at the end of your move. These vouchers validate your expenditure of advanced funds, and are also a means of obtaining reimbursement for those expenditures that were not advanced. The process for filing travel vouchers is explained in more detail in Chapter 4. You should be aware in advance, however, that you should keep all your receipts related to your relocation. See Appendix A-6 for a Standard Form 1012, Travel Voucher.

## Real Estate Transactions and Unexpired Leases (FMM 9762-14 through 9762-18)

As a transferring employee (new appointees are not eligible for this benefit), you are entitled to be reimbursed for expenses associated with the sale of your old home, purchase of your new home, or breaking of a lease. You should know there are five requirements to be eligible for this reimbursement :

- 1) Any title or interest involved must be in your name and/or your immediate family's name
- 2) You must have acquired an interest in the property involved before being informed of the transfer

- 3) You must settle sales, purchases, and lease termination within 2 years after reporting for duty at the new station, unless an extension of time, not to exceed 1 additional year, has been authorized
- 4) In cases when expenses are shared with other individuals, reimbursement will be based on your share of the transaction
- 5) Both the old and new official stations must be within the 50 states, Puerto Rico, the Canal Zone, or territories and possessions of the U.S.

**Selling Your Home.** There are two ways to sell your home. You should do a little advance work to determine which method is best for you.

First, you can use the services of PHH Homequity, the third party relocation service that NASA retains. These services are explained more fully in Chapter 5 and in the PHH Homequity brochure you can obtain from your POCT.

Second, you can sell your home yourself or with the aid of your own real estate agent, and be reimbursed for many expenses incurred with the sale. In selling your home, you are eligible for reimbursements up to \$20,799, or 10 percent of the sale price, whichever is smaller. This reimbursable maximum became effective on October 1, 1992, and is adjusted every October for inflation. Check with your POCT for the current amount (Refer to FMM 9762-16f).

*Reimbursable Sales Expenses.* The following expenses qualify for reimbursement:

- 1) Broker's fees and real estate commissions in connection with selling the home (*but not in connection with purchasing a home at your new station*)
- 2) Advertising expenses (newspaper, bulletin board, and multiple-listing service) associated with selling your home, as long as these services are not included in the broker's fees or real estate commissions
- 3) Cost of appraisal

- 4) Legal fees such as a title search, title opinion, title insurance; preparing abstracts, conveyances, other instruments and contracts, and notary and recording fees; surveys, and preparing drawings and plats. Note: legal services should be specifically itemized on the attorney's bill and not submitted under the general heading of legal fees.

*Non-reimbursable Sales Expenses.* The following expenses are *not* reimbursable:

- 1) Broker's fees and real estate commissions when *purchasing* a home at your new station
- 2) Any litigation costs
- 3) Costs of most types of insurance including "record title" policy, owner's title policy, mortgage insurance, and property insurance
- 4) Interest on loans, points, and mortgage discounts, property taxes, and operating and maintenance costs
- 5) Expenses determined to be finance charges as defined in the Truth in Lending Act
- 6) Losses due to failure to sell a residence at the old duty station for a certain price
- 7) Legal expenses of an advisory nature

**Buying a New Home.** Certain expenses associated with purchasing a home at your new duty station are also reimbursed, although not to the extent as in selling your old home. You may qualify for reimbursements up to \$10,399, or 5 percent of the purchase price, whichever is smaller. This reimbursable maximum became effective on October 1, 1992, and is adjusted every October for inflation. Check with your POCT for the current amount (Refer to FMM 9762-16f).

*Reimbursable Purchase Expenses.* The following expenses qualify for reimbursement:

- 1) Miscellaneous costs including VA and FHA loan application fees, loan origination fees, cost of preparing credit reports, mortgage and transfer taxes, State revenue stamps, charges for prepayment of mortgage (in most cases), and the cost of a mortgage title policy
- 2) Costs incurred in construction of a residence, provided these costs are comparable to what the reimbursable cost of purchasing an existing residence would be

*Non-Reimbursable Purchase Expenses.* The following expenses in connection with the purchase of a home at your new station are not reimbursable:

- 1) Broker's fees and real estate commissions
- 2) Losses due to failure to buy a residence at the new station at a price comparable to the selling price of the residence at the old station
- 3) Additional taxes that arise as a result of a change in residence
- 4) Other expenses, listed as not reimbursable under the "selling your home" section above, that may pertain to purchasing a new home

**To do:** For real estate expenses, fill out NASA Form 1338, "Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station". See **Appendix A-7**. Also fill out Standard Form 1012, "Travel Voucher" for these expenses and submit with the NASA Form 1338. These forms should be submitted with the following documentation as applicable:

- o Sales agreement
- o Property settlement documents
- o Invoices
- o Receipts for other bills paid



Form 1338:  
Real Estate  
Reimbursement &  
Form 1012:  
Travel Voucher (for  
Purchase or sale  
expenses)

**Unexpired Leases.** Expenses incurred for settlement of an unexpired lease are reimbursable when:

- 1) Applicable laws or the terms of the lease provide for payment of such expenses
- 2) You have not contributed to the expenses by failing to give proper notice
- 3) Expenses incurred are "reasonable and customary" for the area
- 4) Such expenses cannot be avoided by sublease or other arrangement. "Every reasonable effort to sublet must be made, such as engaging the services of a real estate broker and placing advertisements in general circulated newspapers, before claims under this authority may be settled."

**To do:** Fill out Standard Form 1012, "Travel Voucher," to document expenses incurred with unexpired lease transactions.



Form 1012  
(for unexpired  
lease  
expenses)



## Chapter Two

# Get Set . . . .

You're almost there. Now that you're officially moving to a new station, you need to take care of finding a new home and moving your household goods from your old house to your new one.

### Househunting Trip (FMM 9762-5)

If you are planning to move into a house at your new duty station, you may need to do some househunting in the new area. NASA provides one househunting trip for you and your spouse, either together or separately. This trip can last up to 10 days including travel time, but the trip length authorized depends on the distance between the old and new stations, the mode of transportation to be used, and the housing situation at the new station.

Please note that there are some restrictions on the househunting allowance:

- o Transportation and per diem for your family other than your spouse is not included in the allowance
- o If you and your spouse take the trip separately:
  - The total reimbursement is limited to the cost of one round trip for the two of you had you been traveling together
  - You, the employee, must take the trip before you actually move. Your spouse may take the trip any time before your family moves
- o Transportation for you and/or your spouse:
  - If by privately-owned vehicle, the mileage rate will be based on whether you alone, or you and your spouse, are traveling

- If by common carrier and the fare exceeds \$100, then you should contact the Installation travel management center to make your reservations using government contract air carriers. Attach applicable ticket receipts to a travel voucher
  - Reasonable reimbursement will be made for local transportation expense in the new area
- o If the new station is outside CONUS, or there is less than 75 miles between the old and new duty station, this allowance does not apply



Make  
Transportation  
Reservations

### **Movement of Household Goods (FMM 9762-19 through 9762-34)**

Moving your belongings is probably one of the most difficult parts of your relocation. Some good advance planning can save you considerable time and aggravation.

You are authorized to have up to 18,000 pounds (an additional 1,500 pounds may be authorized for professional books) moved by professional movers. You have the choice of either having NASA assign a moving company and pay the cost on a Government Bill of Lading or you may select a professional moving company yourself (commuted rate). This must be authorized on your travel orders. It is advisable to do some cost comparisons to find the least expensive moving estimate for your needs, just in case there are expenses you may have that are not covered under this entitlement. **For information or additional advice, please contact your POCT.**

As with the househunting trip, there are certain restrictions and rules that apply to this entitlement.

**Origin and Destination of Your Shipment.** Household goods may be shipped from your old home to the home or storage at your new station. Items may be shipped from different locations at the old station to different locations at the new station, but the total cost of doing so cannot be more than the cost of moving the items in one shipment.

For example, if you have some furniture in storage near your old home, NASA will pay to have the stored furniture, as well as your housed furniture, moved, provided doing so does not exceed the cost of doing it all at once. If you have household goods in more than one lot, contact your POCT to determine your entitlements.

**Items That are Authorized to be Shipped.** NASA will provide for the shipment of: household furnishings, equipment and appliances, furniture, clothing, books, two- or three-wheeled vehicles, and similar personal property which belongs to the employee and immediate family.

You may also ship up to 1,500 pounds of personally-owned professional books, papers, and equipment, providing that special authorization is granted. These items must be shipped separately under a separate Government Bill of Lading.

**Items That are Not Authorized to be Shipped.** NASA cannot provide for the shipment of: automobiles or other passenger vehicles, airplanes, mobile homes\*, camper trailers, boats\*, birds, pets, livestock, cordwood, building materials, items that are for resale or disposal rather than for use by you or your family, property not belonging to you or your immediate family, or any property intended for use in conducting a business or other commercial enterprise. If you have a specific question about something you want to ship, be sure to ask your personnel office before you arrange anything.

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\* If you intend to reside in a mobile home at your new station, the expense of transporting the mobile home between the old and new stations is reimbursed in lieu of transportation of household goods. Effective September 17, 1991, the definition of a mobile home includes a boat used as the employee's primary residence, and includes as a reimbursable transportation expense the necessary costs of preparing a mobile home for movement and resettling it at the new destination. Please see your POCT for more details.

**Insuring Your Household Goods.** You may want to purchase transit insurance to insure your goods against damage or loss. However, please note that the cost of this insurance is not reimbursable.

**Storage of Household Goods (FMM 9762-35 through 9762-42)**

In connection with transportation of household goods, you may temporarily store your goods at your new station. NASA Transportation Officers will normally arrange for the temporary storage and NASA will pay the costs directly. If you must arrange for it, you will be reimbursed for reasonable costs incurred for storage including in and out charges.

The time allowable for temporary storage in connection with an authorized shipment of household goods is 90 days. Under certain circumstances, you may also be able to qualify for an extension. Under unusual circumstances (such as location to isolated posts), you may qualify for "non-temporary" storage. See your POCT if you believe you may qualify for these unusual conditions.

## Chapter Three

# Go!

Now that you're on your way, you'll need to know just a few things while traveling en route to your new destination.

### **Per Diem Reimbursement (FMM 9762-4)**

You are allowed a per diem while you are traveling to your new station. **For transfers within CONUS, the applicable maximum per diem is the standard CONUS rate of \$66. For transfers outside the CONUS, the maximum per diem rates are subject to change.** Please check with your POCT for the current permanent change of station per diem rates. NASA will pay per diem according to the following guidelines:

- o The time en route begins when you actually leave your old station and ends when you arrive at the new station
- o If you travel in a Privately Owned Vehicle (POV), per diem will be allowed on the basis of actual travel time (see the section on POV below for more details)
- o The per diem rate is paid according to the current established rate
- o If your spouse travels with you, they are entitled to per diem at three-fourths your rate (because it is assumed you are traveling together). If they travel at a separate time, they are entitled to full per diem
- o Other family members 12 years or older are entitled to per diem at three-fourths your rate; younger than 12 years, one-half your rate

**To Do:** You should fill out an SF 1012, "Travel Voucher", particularly if you received an advance of funds for your per diem.



Form 1012:  
Travel Voucher  
for Per Diem

### **Temporary Quarters (FMM 9762-6)**

Under certain conditions, you may be reimbursed for the expenses of occupying a temporary residence until permanent residence can be obtained. The term temporary quarters refers to "lodging obtained from a private or commercial source for the purpose of temporary occupancy after vacating the residence occupied when the transfer was authorized."

**Eligibility.** Please note that you are not automatically entitled to temporary quarters reimbursement. You should determine if you need this allowance at the time you fill out NASA Form 1449, the form requesting information about your move. The distance from the old residence to the new station needs to be at least 40 miles in order for you to qualify for this allowance\*.

You as an employee may occupy temporary quarters at one location while the members of your immediate family may occupy temporary quarters at another location.

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\* Except when temporary quarters are used while awaiting the arrival of household goods.

**Time Limitations.** You may be authorized a temporary quarters allowance for up to 60 consecutive days. An additional 60 days may be authorized if circumstances are deemed "compelling." You may take this allowance anytime after it has been authorized, but it must begin within 30 days after reporting to your new duty station, or within 30 days from the date your family vacates the old residence. **The period of time authorized and reimbursed for temporary quarters is reduced by the number of days used for a househunting trip. The temporary quarters allowance should also be reduced or avoided completely if the employee had an adequate opportunity to complete arrangements for permanent residence quarters as a result of an extended temporary duty at the new official station or other circumstances.**

You may begin occupying temporary quarters on the last day of *en route* travel. If your travel time takes more than 24 hours, the period of temporary quarters occupancy will begin with the end of your per diem allowance. If your travel time is less than 24 hours, the period of temporary quarters occupancy will start at the beginning of the same calendar day in which *en route* travel per diem ends upon arrival at your destination.

**Allowable Amounts.** Reimbursement for subsistence expenses is on an *actual expense basis*. You should keep the most accurate records you can regarding amounts spent on lodging, food (including groceries, if any), laundry and cleaning, and fees and tips incident to these expenses.

Actual expenses for lodging, meals, and all other items of subsistence expenses must be itemized on a daily basis. Receipts are required for lodging, laundry, and dry cleaning. Where groceries are claimed in lieu of meals, you should submit all receipts. Please note that local transportation expenses during temporary quarters are not reimbursable.

There are limits to the amounts of reimbursement you may receive under this allowance: **The following dollar amounts apply to transfers within CONUS. Contact your POCT for the applicable per diem rate to be used for transfers outside CONUS.**

*For the **first 30 days**:* You, the employee or an unaccompanied spouse (i.e., the spouse necessarily occupies temporary quarters in a location separate from the employee), are allowed a daily rate up to the Standard CONUS rate of **\$66**. For an accompanied spouse and each member of the employee's immediate family who is 12 years of age or older, the allowance is up to **2/3** of the standard CONUS rate, or **\$44**. For members of the employee's immediate family under 12 years of age, the allowance is up to **1/2** of the Standard CONUS rate, or **\$33**.

*For the **second 30 days**:* You are allowed up to **3/4** of the daily rate established for the first 30 days; each member of your family is also allowed up to **3/4** of the daily rate as determined for their 1st 30 days.

*For additional authorized days:* You and each member of your family are allowed the same rate established for them for the **second 30 days**. **NOTE: These rates are the maximum allowed amounts and are reimbursed under an actual expense incurred system, not as a flat rate per diem.**



If any of your family members arrive at the temporary quarters after you do, they are reimbursed according to the period that you are in. **Entitlement to temporary quarters subsistence expenses is for a consecutive day period only and does not run separately for the employees and their families, but runs concurrently for all family members.** Employees may be reimbursed for the "fixed costs" portion of per diem, if they are required to perform temporary duty travel while in temporary quarters or they may elect to extend their entitlement period. "Fixed costs" are those authorized entitlements other than meals. These include lodging, furniture rental, utilities, and cable TV.

**To Do:** Fill out NASA Form 1500, "Claim For Temporary Quarters Subsistence Expense Reimbursement," to maintain an accurate record of your expenses. See Appendix A-8.



Form 1500:  
Temporary  
Quarters

### **Privately Owned Vehicle (POV) (FMM 9762-2 and 9762-3)**

In deciding how you are going to drive to your new station, you may choose any origination point, route, and destination point you'd like. However, please note that you'll only be reimbursed for the cost of transportation by the *usually* traveled route between your old and new official stations. You will be reimbursed for the mileage on the "usually traveled" route, at a rate based upon whether you have one, two, three, four, or more family members in your POV. Like the per diem rate, the mileage reimbursement rate is subject to change, so please check with your POCT for current rates.

Each authorized individual may be reimbursed for travel one way only, one time between stations.

Generally, an employee will travel to the new station in the same POV with his/her family. Certain exceptions, however, are made in which you and your family may be allowed to travel in different POV's or at different times. Expenses of more than one POV trip must be authorized in advance on the travel order; exceptions may be allowed when:

- o A POV cannot reasonably transport your entire family together with luggage
- o A family member's age or physical condition necessitates special accommodations in one POV
- o You must report to the new station before your family can feasibly leave the old residence (end of school year, etc.)
- o Family members must take up residence at the new station in advance of your reporting date (because of the beginning of a new school year, etc.)
- o Members of your family travel between more than one set of authorized points of travel

**Restriction On Use Of Rental Cars.** Employees will not be authorized the use of a rental car for permanent change of station travel, except during a househunting trip. Transportation to and from an employee's place of duty to the temporary or permanent quarters is considered personal.

### **Miscellaneous Moving Expenses (FMM 9762-7 through 9762-13)**

This allowance is related to expenses that are common to living quarters' furnishings, household appliances, and other general types of costs inherent in relocating your residence.

*Reimbursable Expenses.* The following are examples of miscellaneous moving expenses that may be reimbursed:

- o Disconnecting and connecting appliances, equipment, and converting appliances for operation on available utilities
- o Utility fees or deposits that will not be eventually refunded
- o Losses due to forfeiture of medical, dental, and food locker contracts that are not transferable
- o Automobile registration, driver's license, and use taxes imposed when bringing automobiles into some areas
- o Cutting and fitting rugs, draperies, and curtains moved from one residence to another
- o Rental agent fees customarily charged for securing housing in foreign areas
- o Contracts for private institutional care, such as that provided for handicapped or invalid dependents which are not transferable or refundable

*Non-reimbursable Expenses.* The following are examples of expenses that cannot be reimbursed:

- o Losses resulting from the purchase or disposition of personal property
- o Medical expenses, accident insurance premiums, or liability costs that are incurred in relation to the move
- o Expenses such as fines, judgments, and court costs that are incurred during the move
- o Costs of repairing or replacing appliances and equipment
- o Costs of altering or remodeling a residence or other property
- o Costs of newly acquired items

**Limits.** There are two ways to claim this allowance. First, if you do not wish to collect supporting documentation to claim this benefit, you may receive a flat allowance. This allowance is \$350 if you have no immediate family and \$700 if you do have an immediate family. Or, with full supporting documentation, you may claim up to 1 week's basic pay (if you are single) or 2 week's basic pay (if you have a family).

**To Do:** Fill out an SF 1012, "Travel Voucher", to claim this allowance. Please note that this expense cannot be advanced.



Form 1012:  
Travel Voucher  
for Misc. Moving  
Expenses

## Chapter Four

# After The Finish Line . . .

Now that you've arrived, you'll need to complete all the paperwork and final details of your move. This chapter outlines how to fill out your travel voucher, provides guidelines on the income tax liability you may incur, and how to make damage claims.

### Travel Vouchers

To claim reimbursement for any allowed expenses, you must fill out a Travel Voucher, SF 1012. Also, if you received a travel advance, you must fill out a Travel Voucher to show how you spent the funds you received.

These vouchers should not be turned in at one time, but rather as the expenses are incurred. For example, you may turn in a Travel Voucher showing use of advanced funds for a househunting trip. Or you may turn in a voucher for expenses incurred for transportation of household goods. Each time you submit a voucher, be sure to submit *all* your supporting documentation with it. Keep a copy for your own files.

**To Do:** Fill out a Travel Voucher, SF 1012, for reimbursement of expenses or to prove liquidation of an advance of funds.



Form 1012:  
Travel Voucher

## Tax Information (FMM 9765)

The IRS now requires all employers to withhold taxes from the reimbursement of various moving expenses. Transferees are entitled to an allowance—called a Relocation Income Tax (RIT) allowance—that covers substantially all the Federal, State, and local income taxes incurred. However, the applicable moving expenses are covered by the RIT allowance only to the extent that they are: (1) actually paid or incurred, and (2) are not allowable as a moving expense deduction for tax purposes.

The following types of expenses are covered by the RIT allowance:

- o En Route Travel and Per Diem
- o Household Goods Shipment
- o Non-Temporary Storage
- o Mobile Home Movement
- o Househunting Trip
- o Temporary Quarters
- o Real Estate Expenses
- o Miscellaneous Moving Expenses

The amount of tax liability, and therefore the total RIT allowance to which you are entitled, will be determined by the Financial Management Office at your new station in compliance with existing regulations.

**To Do:** You should submit your RIT allowance claim on an SF 1012, "Travel Voucher". With the Travel Voucher, you should submit:

- 1) Certain tax information, such as copies of the appropriate IRS Forms W-2, Wage and Tax Statement, and (if applicable) completed IRS Schedule SE (Form 1040) Self-Employment Tax.
- 2) Certified statement as to the accuracy of the information on the forms cited in 1).



Form 1012:  
Travel Voucher  
for RIT Allowance

## Loss or Damage Claims

Claims for lost or damaged personal property, resulting from the shipment of household goods while under official transfer of station travel orders, are settled under the Military Personnel and Civilian Employees Claims Act.

The first step to assuring reimbursement for all lost or damaged goods is to personally monitor all unloading and unpacking. Get a copy of the loading inventory and check off each crate, box, or item. Anything missing should be noted on the inventory sheet. Annotate on the inventory when the condition is "unknown" for those boxes not unpacked by the carriers or in their presence.

Below are some guidelines for submitting a claim:\*

- o NASA's maximum liability for damaged household goods is \$40,000 as of October 31, 1988
- o You are not required to settle with the carrier (moving company) before submitting a claim to NASA
- o The Chief Counsel at NASA Installations will help you in making claims against third parties (the carrier or other)

**To do:** Fill out a NASA Form 1204, "Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service". See **Appendix A-9**.

  
Form 1204:  
Damage Claim

## SES Last Move Home (FMM 9761-20 through 9761-28)

A law passed in 1988 authorizes certain relocation allowances for a "last move home" to be paid to eligible career Senior Executive Service (SES) appointees upon their retirement. The benefit is intended to increase the mobility of SES career appointees nearing retirement. There are certain requirements to qualify for the "last move home" benefit; please see your POCT or personnel office for more information.

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\* Regulations and guidelines are contained in NMI 2080.1.

## **Final Comments**

In a survey of NASA's PCS and extended temporary duty performed in early 1991, we found that a large majority of employees considered their move to have been handled "well" or "very well." We want you to be just as satisfied with your move. If there are any problems, or any potential problems you may foresee, please contact your POCT as soon as possible. And good luck at your new duty station!



## Chapter Five

# Getting Professional Help

You may decide that you don't want to handle your entire move by yourself. NASA offers a number of relocation services through a contract with *PHH Homequity*, a nationwide relocation management company. *PHH Homequity* offers Destination Area Services (home finding for buyers and renters, and mortgage counseling) and the Home Sale Assistance Program (selling your house for you or helping you to sell it). These services are explained below.

It is important to note that this description of NASA's third party relocation services is an outline only and is not intended to be complete. For detailed information, please refer to the pamphlet published by *PHH Homequity* and distributed by your personnel office.

## NASA Relocation Services Coordinator

Your relocation schedule will be coordinated by the *PHH Homequity* Relocation Services Coordinator (RSC) at your new duty station. Your RSC can help you select the relocation services that best fit your present and future needs. Feel free to discuss any concerns or questions you may have about your relocation at any time during your move.

## Destination Area Services

A *PHH Homequity* Destination Area Services consultant will call you to discuss your family's plans and requirements for moving to the new area and will coordinate the services listed below which you may use any time during your relocation. Your consultant will be your advocate throughout the home finding process.

**Home Finding for Buyers.** *PHH Homeequity* will arrange for you to receive advance information about your new area, such as cost of living, housing costs, styles and locations, commuting distances, schools, places of worship, etc. They will assist you in selecting a qualified real estate agent and in coordinating your home-finding trip.

**Home Finding for Renters.** *PHH Homeequity* will arrange for you to receive information about your new area, such as rental types, costs and practices, commuting, schools, places of worship, etc. Your consultant will help you select qualified real estate or property management firms to assist you in your search for suitable rental housing.

**Mortgage Counseling.** *PHH Homeequity* will assist you in determining the amount and type of mortgage which will meet your home buying needs by pre-qualifying you before you start your home-finding process. You will receive information on national and local mortgage companies, including current interest rates, terms, conditions, and settlement requirements; information on mortgage rates, fees, caps, and margins; mortgage comparison counseling; and information on U.S. Mortgage, a *PHH Homeequity* subsidiary that can process a mortgage for you within 30 days.

### **Home Sale Assistance Program**

The Home Sale Assistance Program is an alternative to selling your home on your own and obtaining reimbursement for your real estate expenses by NASA (as explained in Ch. 1). *PHH Homeequity* will offer to purchase your eligible residence at your old duty station at current market value. The *PHH Homeequity* offer will be based on three appraisals. The offer will be the average of either the two closest appraised values or the average of all three values, whichever is higher.

To be eligible for the Home Sale Assistance Program, your residence must meet the following qualifications:

- o It must be your primary residence—the one from which you commuted regularly to your old duty station at the time you were notified of the transfer
- o It must be owned by you and/or your eligible dependents at the time you were notified of the transfer and when settlement of sale occurs
- o It must be a one- or two-family residential property (including co-ops, condominiums, mobile homes, and houseboats), completely constructed, insurable, conforming to local legal requirements for sale, and be considered real property at your old location

### **Marketing Assistance Plan (MAP)**

While you are participating in the Home Sale Assistance Program, NASA requires that you market your home for sale, either on your own or through a qualified real estate professional. To assist you with your marketing efforts, a Marketing Assistance Counselor from *PHH Homeequity* will work with you and your Realtor to maximize your home's selling potential. This program is called the Marketing Assistance Plan or MAP.



## **Appendix A**

# **SAMPLE FORMS**

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## Service Agreement — Transferred Employee

In consideration of being granted certain entitlements due to the official transfer between NASA installations or from another Government agency for travel, transportation, movement of household goods, subsistence, miscellaneous expenses, relocation income tax allowance and relocation services in accordance with the provisions of 5 U.S.C. 5724, 5724a, 5724b, and Federal Travel Regulations, Chapter 2, Part 12, I the undersigned hereby agree to remain in the service of the United States Government for 12 months following the effective date of my transfer unless separated for reasons beyond my control which are acceptable to the National Aeronautics and Space Administration.

In case of violation of this agreement it is understood that any moneys spent on behalf of myself or immediate family once I have officially accepted a position at \_\_\_\_\_

\_\_\_\_\_ for any entitlement officially authorized by the National Aeronautics and Space Administration shall be considered a debt recoverable in full by the United States.

It is further understood that in the event of a transfer to another Government agency or as the result of an inter-agency transfer before serving the full 12 months of this agreement, that I shall continue to be liable to the United States Government for the number of months remaining unserved at the time of my transfer from \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

NASA FORM 1337 MAY 86 PREVIOUS EDITIONS ARE OBSOLETE.

**NASA Form 1337, Service Agreement—Transferred Employee**



**Service Agreement - First  
Duty Station Appointment**

In consideration of being granted certain entitlements due to a first duty station appointment within NASA for travel, transportation and movement of household goods in accordance with 5 U.S.C. 5723, 5724 and Federal Travel Regulations, Chapter 2, Part 1, I the undersigned hereby agree to remain in the Service of the United States Government for 12 months following the effective date of my appointment, unless separated for reasons beyond my control and acceptable to the National Aeronautics and Space Administration.

In case of violation of this agreement, it is understood that any moneys spent on behalf of myself or immediate family once I have officially accepted a position at \_\_\_\_\_

\_\_\_\_\_ for any entitlement officially authorized by the National Aeronautics and Space Administration shall be considered a debt recoverable in full by the United States.

It is further understood that, in the event of a transfer to another Government agency or as the result of an intra-agency transfer before serving the full 12 months of this agreement, that I shall continue to be liable to the United States Government for the number of months remaining unserved at time of my transfer from \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

NASA FORM 420 DEC 87 PREVIOUS EDITIONS ARE OBSOLETE.

**NASA Form 420, Service Agreement-First Duty Station Appointment**

NASA National Aeronautics and Space Administration		Information Covering Persons Transferred or Appointed to First Duty Station	
1. NAME OF EMPLOYEE		2. THE ADDRESS THE EMPLOYEE CURRENTLY COMMUTES FROM DAILY TO THE CURRENT DUTY STATION/WORK PLACE	
3. SOCIAL SECURITY NO	4. GRADE/STEP	5. MARITAL STATUS	6. LOCATION OF IMMEDIATE FAMILY (Street, city, State)
7. IMMEDIATE FAMILY DATA			
I REQUEST THAT EXPENSES BE ALLOWED FOR TRANSPORTATION OF MEMBERS OF MY IMMEDIATE FAMILY AS LISTED BELOW, AND HEREBY CERTIFY THAT THESE PERSONS ARE IN FACT MEMBERS OF MY IMMEDIATE FAMILY AS DEFINED IN FMM 9700.			
a. NAME OF SPOUSE		b. INCOME OF SPOUSE (Optional)	d. DEPENDENT PARENTS OF EMPLOYEE AND/OR SPOUSE
c. CHILDREN		(1) NAME	
NAME		BIRTH DATE	
(1)		(2) NAME	
(2)		e. CHILDREN OVER 21 YEARS OF AGE PHYSICALLY OR MENTALLY INCAPABLE OF SUPPORTING THEMSELVES	
(3)		(1) NAME	
(4)		(2) NAME	
8. TRANSPORTATION BETWEEN OLD AND NEW DUTY STATIONS			
a. EMPLOYEE MODE	(4) TRAVEL DATE	b. IMMEDIATE FAMILY MODE	c. SEPARATE TRAVEL MODE
<input type="checkbox"/> (1) AUTO <input type="checkbox"/> (2) AIR		<input type="checkbox"/> (1) WITH EMPLOYEE	<input type="checkbox"/> (1) AUTO <input type="checkbox"/> (2) AIR
<input type="checkbox"/> (3) _____		<input type="checkbox"/> (2) SEPARATELY	<input type="checkbox"/> (3) _____
d. REASON FOR SEPARATE TRAVEL			
9. TRANSPORTATION OF HOUSEHOLD GOODS			
a. LOCATION (Street, city, State)	b. EST. SHIPMENT DATE	c. EST. WEIGHT	d. TEMPORARY STORAGE REQUESTED (Not to exceed 90 days)
			<input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO
10. HOUSE HUNTING TRIP			
a. TRIP IS NEEDED	b. SPOUSE WILL ACCOMPANY	c. NO. OF DAYS REQUIRED	d. TEMPORARY QUARTERS
<input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO	<input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO		<input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO
11. REAL ESTATE			
DESCRIPTION			RESPONSE (Check)
			YES (1) NO (2) N/A (3)
a. DO YOU OWN REAL ESTATE AT YOUR OLD DUTY STATION?			
b. DO YOU PLAN TO SELL YOUR REAL ESTATE HOLDING WITHIN 2 YEARS AFTER YOUR REPORTING DATE? (If "yes," complete item 12j, below)			
c. DO YOU PLAN TO USE THE HOME PURCHASE FEATURES OF THE RELOCATION SERVICES CONTRACT?			
d. DO YOU PLAN TO USE THE DIRECT REIMBURSEMENT SYSTEM WHEN SELLING YOUR REAL ESTATE?			
e. DO YOU PLAN TO PURCHASE REAL ESTATE AT THE NEW DUTY STATION WITHIN 2 YEARS AFTER YOUR REPORTING DATE? (If "yes," complete item 12k, below)			
f. ARE YOU CURRENTLY ON ASSIGNMENT AT THE NEW DUTY STATION ON TDY/EXTENDED TDY?			
g. ARE YOU NOW OR WERE YOU LEASING A RESIDENCE AT THE OLD DUTY STATION? (If "yes," complete item 12l, below)			
h. ARE YOU OBLIGATED TO PAY ANY PORTION OF AN UNEXPIRED LEASE AT THE OLD DUTY STATION? (If "yes," complete item 12m, below)			
i. NAMES CURRENTLY LISTED ON THE DEED OF TRUST (If applicable)	j. EST. SALE PRICE	k. EST. PURCHASE PRICE	l. MONTHLY RENTAL
			m. UNEXPIRED LEASE AMT
13. SIGNATURE OF EMPLOYEE	14. HOME PHONE	15. OFFICE PHONE	16. DATE

NASA FORM 1449 NOV 87 PREVIOUS EDITIONS ARE OBSOLETE

## NASA Form 1449, Information Covering Persons Transferred or Appointed to First Duty Station



NASA NATIONAL AERONAUTICS AND SPACE ADMINISTRATION			Authorization - Change of Official Station		AUTHORIZATION NO.
<b>NOTE: - Attach completed NASA Form 1449</b>					
2. NAME OF EMPLOYEE			3. SOCIAL SECURITY NO.	4. MARITAL STATUS	
5. LOCATION OF OLD DUTY STATION			6. EMPLOYMENT DATE	7. SERVICE AGREEMENT SIGNATURE DATE	
8. LOCATION OF NEW DUTY STATION			9. TRAVEL DATES (including house hunting if authorized)		
10. PER DIEM (FMM 9760 - 24) a. EMPLOYEE      b. IMMEDIATE FAMILY			11. MISCELLANEOUS EXPENSES (FMM 9760 - 27) a. WITH FAMILY      c. WITHOUT FAMILY		
12. TRANSPORTATION (FMM 9760 - 22) a. FAMILY WILL TRAVEL: <input type="checkbox"/> (1) WITH EMPLOYEE <input type="checkbox"/> (2) SEPARATELY (Complete 12b if checked) b. REASON FOR SEPARATE TRAVEL					
13. HOUSE HUNTING TRIP (FMM 9760 - 25) a. AUTHORIZED: <input type="checkbox"/> (1) YES (Complete 14b, c, d, e if checked) <input type="checkbox"/> (2) NO b. AUTHORIZED FOR: <input type="checkbox"/> (1) EMPLOYEE <input type="checkbox"/> (2) SPOUSE <input type="checkbox"/> (3) EMPLOYEE AND SPOUSE c. NUMBER OF DAYS TO BE ALLOWED d. RENTAL IS AUTHORIZED: <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO					
14. MOVEMENT AND STORAGE OF HOUSEHOLD GOODS (FMM 9760 - 71) a. TRANSPORTATION AUTHORIZED: <input type="checkbox"/> (1) YES (Complete 14a and c if checked) <input type="checkbox"/> (2) NO b. METHOD OF SHIPMENT: <input type="checkbox"/> (1) COMMUTED RATE <input type="checkbox"/> (2) GOVERNMENT BILL OF LADING c. SHIPPING WEIGHT (Not to exceed 18,000 pounds) d. TEMPORARY STORAGE: <input type="checkbox"/> (1) AUTHORIZED (Complete 14d (2) b if checked) <input type="checkbox"/> (2) NO e. NUMBER OF DAYS f. NUMBER OF POUNDS					
15. TEMPORARY QUARTERS (FMM 9760 - 26) a. AUTHORIZED: <input type="checkbox"/> (1) YES (Complete 15a if checked) <input type="checkbox"/> (2) NO b. NUMBER OF DAYS					
16. REAL ESTATE EXPENSES ANTICIPATED (FMM 9760 - 41 and - 150) a. FROM SALE OF OLD RESIDENCE b. UNEXPIRED LEASE c. RELOCATION SERVICES d. PURCHASE OF NEW RESIDENCE e. NOT APPLICABLE					
17. RELOCATION INCOME TAX ALLOWANCE (FMM 9760 - 16) a. EMPLOYEE INCOME ONLY b. EMPLOYEE AND SPOUSE INCOME					
CONDITION: THE TRAVEL AND RELOCATION ALLOWANCES AUTHORIZED ARE IN THE INTEREST AND TO THE ADVANTAGE OF THE GOVERNMENT, AND THE CHANGE OF STATION IS NOT MADE PRIMARILY FOR THE CONVENIENCE OR BENEFIT OF THE EMPLOYEE OR AT THEIR REQUEST. NECESSARY EXPENSES MAY BE INCURRED IN ACCORDANCE WITH PROVISIONS OF APPLICABLE FINANCIAL LAWS AND NASA REGULATIONS.					
18. TYPED NAME AND TITLE OF REQUESTOR			19. SIGNATURE	20. DATE	
21. TYPED NAME AND TITLE OF AUTHORIZING OFFICIAL			22. SIGNATURE	23. DATE	
24. REMARKS					
25. ACCOUNTING INFORMATION					
DESCRIPTION	OBJECT CLASS	AMOUNT	DESCRIPTION	OBJECT CLASS	AMOUNT
a. PER DIEM			f. TEMPORARY QUARTERS		
b. MISCELLANEOUS EXPENSES			g. REAL ESTATE		
c. TRANSPORTATION			h. RELOCATION SERVICES		
d. HOUSE HUNTING			i. RELOCATION INCOME TAX ALLOWANCE		
e. HOUSEHOLD GOODS AND STORAGE			TOTAL		
26. ACCOUNTING AND APPROPRIATION DATA			27. CERTIFICATION OF FUND AVAILABILITY (Signature and date)		

NASA FORM 1450 DEC 87 PREVIOUS EDITIONS ARE OBSOLETE

1. TRAVELER'S COPY

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## NASA Form 1450, Authorization—Change of Official Station

## Appendix A-5

## Permanent Change of Station

<b>ADVANCE OF FUNDS APPLICATION AND ACCOUNT</b>	1 TYPE OF ADVANCE	2 TYPE OF TRAVEL	3 NAME (Last, first, middle initial)		4 ACCOUNT NO		
	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK	<input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	5 TELEPHONE NUMBER(S)		6 SOCIAL SECURITY ACCOUNT NO		
<p>In compliance with Privacy Act of 1974 the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7) E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.</p>			7 DEPARTMENT OR ESTABLISHMENT	8 BUREAU, DIVISION OR OFFICE			
			9 APPLICATION — (For completion by applicant)				
			An advance of funds is hereby requested for travel and other expenses to be incurred by me:				e BALANCE DUE U.S. FROM PREVIOUS ADVANCE \$
			a UNDER AUTHORIZATION NUMBER		b DATE OF AUTHORIZATION	f AMOUNT HEREIN APPLIED FOR \$	
			c TRAVEL PERIOD From To		g TOTAL \$		
j MAIL CHECK TO <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address — number, street, city, State, ZIP code)			<p>Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.</p>				
APPLICANT SIGN HERE			DATE				
SIGNATURE AND TITLE OF APPROVING OFFICIAL			DATE APPROVED		11 APPROPRIATION TO BE CHARGED		
10 APPROVAL							
12 REMARKS			13 CASH PAYMENT RECEIVED		DATE		

1038 108

STANDARD FORM 1038 (REV. 10-77)  
Prescribed by GSA, FPMR (41 CFR) 101-7

Standard Form 1038, Advance of Funds Application

## The NASA Employee's Guide To An Easier Move

1012-116

STANDARD FORM 1012 (REV. 10-77)  
Prescribed by GSA, FPMR (41 CFR) 101-7

## Standard Form 1012, Travel Voucher (Front)

## Standard Form 1012, Travel Voucher (Back)

# Appendix A-7

## The NASA Employee's Guide To An Easier Move



### Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (Or Both) of Residence Upon Change of Official Station

(See instructions at bottom of page)

<b>I. EMPLOYEE - CLAIMANT:</b>		
Name	Mailing Address	Check Applicable Box If Earlier Claim for Real Estate Expenses Submitted for this Transfer. <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>II. TRANSFER DATA:</b>		
Old Official Station	New Official Station	Date of Notification of Impending Transfer
Travel Authorization Date	Date Reported for Duty at New Official Station	Date Service Agreement Signed
<b>III. RESIDENCE PROPERTY DATA:</b>		
(AT OLD OFFICIAL STATION)		(AT NEW OFFICIAL STATION)
COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE		
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED		
<b>EMPLOYEE CERTIFICATION(S):</b>		
I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.		I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my new residence.
(Signature of Employee)	(Date)	(Signature of Employee) (Date)
<b>IV. APPROVALS:</b>		
<b>A. SALE EXPENSES -</b> The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located. <input type="checkbox"/> As Claimed. <input type="checkbox"/> As Reduced, Per Attached Memo.	<b>B. PURCHASE EXPENSES -</b> The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located. <input type="checkbox"/> As Claimed. <input type="checkbox"/> As Reduced, Per Attached Memo.	<b>C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT -</b> Payment of this claim is approved in the amount of: \$ _____ If Amount Approved is Less Than Amount Claimed, See Attached Memo.
(Signature) (Date)	(Signature) (Date)	(Signature) (Date)
(Title)	(Title)	(Title)

#### INSTRUCTIONS

- A. EMPLOYEE - CLAIMANT**
1. Prepare application in triplicate, completing Parts I, II, and III of face and enter all applicable amounts and totals on reverse side.
  2. Attach one complete set of documents required to support claim - sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be photo or picture copies, as they will not be returned. Be sure you have signed the employee certification(s).
  3. Prepare and attach an appropriate agency travel voucher form, or Standard Form 1012, Travel Voucher. (Record total amounts claimed on this form on the travel voucher.)
  4. Submit original and first copy of application and supporting documentation, together with Standard Form 1012 or other appropriate agency travel voucher form, to the head of your office at new official station or to the appropriate official designated by your department or agency. Retain second copy of the application.

- B. HEAD OF OFFICE**
1. For Sales: Send original and copy of the application, together with the supporting documentation and travel voucher, to the head of the office at the claimant's old official station for handling and execution of the approval (See item IV.A.) by him, or his designee, who will return the package to you.
  2. For Purchases: Approval of the claim must be executed by the head of the office, or his designee, at the claimant's new official station (See item IV.B.).
  3. Final administrative approval of payment of the claim must be executed by an appropriate approving official. (See item IV.C.) Such official shall independently determine, in accordance with the provisions of Circular No. A-56, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined.
  4. Standard Form 1012, or other appropriate agency travel voucher form, shall be completed and submitted following usual procedures accompanied by the original application and supporting documents. File the copy of the application with the office copy of the voucher.

NASA FORM 1338 DEC 86 PREVIOUS EDITIONS MAY BE USED

## NASA Form 1338, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station (Front)

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# Appendix A-7

# Permanent Change of Station

## COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)

ITEM	EXPLANATION	Former Residence	New Residence
1. BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent -----		\$	X X X X X
2. ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent -----		\$	X X X X X
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence -----		\$	X X X X X
4. LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc. -----		\$	\$
5. MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except A.) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)		X X X X X	X X X X X
A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance -----		\$	X X X X X
B. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee-lender's charge for residence appraisal -----		\$	\$
C. FHA OR VA APPLICATION FEE: The amount paid -----		\$	\$
D. CERTIFICATIONS: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA -----		\$	\$
E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA -----		\$	\$
F. MORTGAGE TITLE POLICY: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy) -		X X X X X	\$
G. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction -----		\$	\$
H. STATE REVENUE STAMPS: The amount paid -----		\$	\$
I. SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid -----		\$	\$
6. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet):		\$	\$
<b>TOTAL - FORMER RESIDENCE -----</b>		\$ <sup>1-3/</sup>	X X X X X
<b>TOTAL - NEW RESIDENCE -----</b>		X X X X X	\$ <sup>2-3/</sup>

NOTE: In accordance with the real estate expense provisions of Circular No. A-56, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title 1, Public Law 90-231, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

### FOOTNOTES:

1. The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of sale price or the prescribed maximum, whichever is smaller. (See FMM 8760-43.)
2. The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price or the prescribed minimum, whichever is smaller. (See FMM 8760-43.)
3. If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.

## NASA Form 1338, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station (Back)

	<b>Claim for Temporary Quarters Subsistence Expense Reimbursement</b> <i>(Submit With Travel Voucher)</i>	
INSTRUCTIONS		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. ENTER DAILY EXPENSES PAID ON REVERSE SIDE.</p> <p>2. If temporary quarters subsistence expense reimbursement is claimed at different locations for employee and for dependent(s), use separate expense itemization sheet for each location.</p> <p>3. If any other claim for temporary quarters subsistence expense reimbursement has been in connection with this PCS move, explain. Attach copy of paid voucher if claim has been paid.</p> <p>4. If separate claim has been made for PCS travel from an old to new duty station, explain. Attach copy of paid voucher if claim has been paid.</p> </div> <div style="width: 48%;"> <p>5. If official temporary duty was performed during the temporary quarters subsistence expense reimbursement claim period, explain. Attach copy of paid voucher if claim has been paid.</p> <p>6. Occupancy of permanent quarters means when either household goods partially or wholly are moved in or the employee or any member of the family starts occupancy.</p> <p>7. Receipts are required for lodging, individual meals costing \$25.00 or more, and laundry and dry cleaning other than when coin-operated facilities are used.</p> </div> </div>		
NAME OF EMPLOYEE	NEW DUTY STATION	
LOCATION (Of new duty station)		NUMBER OF DEPENDENTS *
DESCRIPTION		DATE
EMPLOYEE REPORTED FOR DUTY AT NEW DUTY STATION ON .....		
PERMANENT QUARTERS AT OLD STATION VACATED BY EMPLOYEE ON .....		
PERMANENT QUARTERS AT OLD STATION VACATED BY DEPENDENTS ON .....		
OCCUPANCY OF PERMANENT QUARTERS BY EMPLOYEE OR ANY MEMBER OF THE FAMILY BEGAN ON (Show earliest date of beginning occupancy by either) .....		
EXPLANATION AND REMARKS		
EMPLOYEE SIGNATURE		DATE

\* Included in claim. Show only eligible members of family included in travel authorization.

NASA FORM 1500 MAY 90 PREVIOUS EDITIONS ARE OBSOLETE.

## NASA Form 1500, Claim For Temporary Quarters Subsistence Expense Reimbursement (Front)

## Appendix A-8

## Permanent Change of Station

DAILY ITEMIZATION OF EXPENSES PAID											
ITEM	DATE	LODGING LOCATION	COST	NO. OF PERSONS		MEAL COST INCLUDING TIPS *			LAUN. AND DRY CLEAN.		DAILY TOTAL AMOUNT
				EMP. ONLY	DEP.	BREAK-FAST	LUNCH	DINNER	COIN MACH.	OTHER	
1											
2											
3											
4											
5											
6											
7											
8											
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26											
27											
28											
29											
30											
FOR ACCOUNTING OFFICE USE											


\* Show for each meal "C" if commercial meal and "H" if home meal.

**NASA Form 1500, Claim For Temporary Quarters Subsistence Expense Reimbursement (Back)**



# Appendix A-9

## The NASA Employee's Guide To An Easier Move

SUBMIT TO:					
 <b>Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service</b>					
Use typewriter or ink. Submit in duplicate.					
NAME OF CLAIMANT	CLAIM NO. (For Office Use Only)				
HOME ADDRESS (No., street, city or town, state and zip code)					
POSITION AND NASA INSTALLATION WHERE EMPLOYED	If claimant not employee, state relationship to employee				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. In accordance with the provisions of NMI 2080.1B, "Employees' Personal Property Claims", claim is made in the amount of \$_____ for personal property, listed in detail on the reverse side hereof, damaged or lost incident to service with NASA. All applicable certificates, statements, and other documents required by NMI 2080.1B are attached.</p> <p>2. I hereby assign to the United States, to the extent of any payment on this claim accepted by me, all my right, title and interest in and to any claim I may have against any carrier, insurer or other party, arising out of the incident(s) described herein and will, upon request, furnish such evidence as may be required to enable the United States to enforce such claim.</p> <p>I further agree to pay to the United States, to the extent required by NMI 2080.1B, any payments made to me by a carrier, insurer, or other party for which I am also reimbursed by the United States in settlement of this claim.</p> <p>If any of the property for which this claim is made is later recovered, or if reimbursement is received from a carrier or insurer, or other third party, I agree to give written notice immediately to the NASA counsel who is responsible for settling this claim.</p> </div> <div style="width: 45%;"> <p>3. If this claim arises from a transportation loss, was demand for this loss or damage made against the common carrier? If yes, attach copy of demand on and action taken by carrier. If no, attach explanation.</p> <p>Amount: Claimed \$ _____ Paid \$ _____</p> <p>4. If the property involved in this claim was insured, was demand made on insurer? If yes, attach copy of demand and action taken by insurer. If no, attach explanation.</p> <p>Amount: Claimed \$ _____ Paid \$ _____</p> <p>5. Has any previous claim been made against the United States for the property for which this claim is made? (If yes, explain below)</p> </div> <div style="width: 10%; text-align: center;"> <table border="1" style="margin: auto;"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr><td style="height: 100px;"></td><td></td></tr> </tbody> </table> </div> </div>		YES	NO		
YES	NO				
<p>7. State the date, place, facts and circumstances of the accident or incident causing the damage or loss. State in detail, adding additional sheets if necessary. Further information may be requested during the investigation of this claim.</p>					
<p>8. I make this claim with full knowledge of the penalties involved for willfully making a false claim (U.S. Code, title 18, sections 287 and 1001 provide for a maximum fine of \$10,000 or imprisonment for 5 years or both; U.S. Code, title 31, section 231 provides for forfeiture of \$2,000, plus double the amount of the damages sustained by the United States).</p>					
SIGNATURE OF CLAIMANT (or agent)	DATE OF CLAIM				

See NASA Management Instruction, No. 2080.1B, "Employees' Personal Property Claims"  
NASA FORM 1204 FEB 83 PREVIOUS EDITIONS ARE OBSOLETE.

## NASA Form 1204, Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service (Front)

(Continued)

PAGE 2

SCHEDULE OF PROPERTY							
ITEM NUMBER	QUANTITY	DESCRIPTION OF ARTICLE (Include trademark or brand name, if known)	MONTH AND YEAR OF PURCHASE OR ACQUISITION	PURCHASE PRICE, OR VALUE AT TIME OF ACQUISITION IF ACQUIRED OTHER THAN BY PURCHASE	VALUE WHEN LOST OR DESTROYED	COST OF REPAIRS, OR ESTIMATE, IF DAMAGED ONLY	ALLOWED VALUE (For Settlement Official's use only)
1							
2							
3							
4							
5							
6							
7							
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25							
TOTALS							

(If not sufficient space for all items, add additional sheets retaining columnar arrangement)

**NASA Form 1204, Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service (Back)**

## Appendix B

SUMMARY OF ALLOWANCES  
AND EXCLUSIONS

Below is a summary, in table format, of the allowances and exclusions described in this guide book.

**Allowances**

<b><u>EN ROUTE TRAVEL EXPENSES</u></b>	<b><u>REIMBURSEMENT AMOUNTS</u></b>
Transportation by Common Carrier	Actual Expense for Immediate Family
Transportation by POV	
Employee Only	\$.15/mi
Employee + One Family Member	\$.17/mi
Employee + Two	\$.19/mi
Employee + Three or more	\$.20/mi
En route Per Diem	
Employee, or spouse unaccompanied by employee	\$66.00
Accompanying Spouse	\$49.50
Each other family member 12 years or older	\$49.50
Each other family member under 12 years	\$33.00
<b><u>MISC. EXPENSE ALLOWANCE</u></b>	
Employee with immediate Family	Without documentation: flat allowance of \$700 or 2 week's gross pay, whichever is less  With documentation: Up to 2 week's gross pay for itemized actual expenses (maximum rate of grade GS-13)
Employee without Family	Without documentation: flat allowance of \$350 or 1 week's gross pay, whichever is less  With documentation: Up to 1 week's gross pay for itemized actual expenses (maximum rate of grade GS-13)
<b><u>HOUSE HUNTING TRIP</u></b>	<b><u>REIMBURSEMENT AMOUNTS</u></b>
Maximum Time Allowable	10 days (incl. travel time)

**Appendix B****Permanent Change of Station**

Transportation Expenses Common Carrier POV: Employee POV: Employee & Spouse	Actual exp. for emp. and/or spouse only \$.15/mi \$.17/mi
Per Diem Employee, or spouse unaccompanied by employee Accompanying Spouse	\$66.00 \$49.50
<b><u>TEMPORARY QUARTERS</u></b>	<b><u>REIMBURSEMENT AMOUNTS</u></b>
Maximum Time Allowable	60 days; add'l 60 may be authorized for "compelling" reasons
Expenses Covered	Lodging, meals, laundry & dry-cleaning
1st 30-Day Period Employee, or spouse unaccompanied by employee Accompanying Spouse (2/3 emp. rate) Each other family member 12 years or older (2/3 emp. rate) Each other family member under 12 years (1/2 emp. rate)	\$66.00 \$44.00 \$44.00 \$33.00
2nd 30-Day Period (3/4 of first 30-day rate) Employee, or spouse unaccompanied by employee Accompanying Spouse Each other family member 12 years or older Each other family member under 12 years	\$49.50 \$33.00 \$33.00 \$24.75
<b><u>REAL ESTATE EXPENSES</u></b>	<b><u>REIMBURSEMENT AMOUNTS</u></b>
Time Limit	2 years (extension of 1 additional year under certain circumstances)
Sale Expenses	10% of sale price or \$20,799, whichever is less (effective October 1, 1992)
Purchase Expenses	5% of purchase price or \$10,399, whichever is less (Effective October 1, 1992)
MOBILE HOME( includes boats- effective September 17, 1991)	If used as a residence
<b><u>HOUSEHOLD GOODS</u></b>	<b><u>REIMBURSEMENT AMOUNTS</u></b>

Transportation Expenses	According to costs incurred
Maximum Weight Allowance	18,000 pounds ( additional 1,500 pounds may be authorized for professional books etc.)
STORAGE OF HOUSEHOLD GOODS Temporary Non-Temporary	90 Days; additional 90 days may be authorized for compelling reasons Up to 3 years when assigned to isolated duty station within CONUS or at a permanent duty station outside CONUS.
<b><u>RELOCATION SERVICES</u></b>	Yes
<b><u>RELOCATION INCOME TAX ALLOWANCE</u></b>	Yes

**Exclusions**

The following are examples of those items for which NASA cannot reimburse you. In many cases, the exclusions are the result of General Services Administration (GSA) policies. Again, if you have any questions please contact your POCT.

- o Househunting trip transportation and per diem for dependents other than spouse
- o More than one house hunting trip or a house hunting trip taken after the employee reports to new duty station (spouse may still be eligible for a house hunting trip - contact your POCT for details.)
- o Househunting trip outside CONUS or within 75 miles of old residence
- o Moving expenses associated with pets
- o Costs of newly acquired items
- o Transportation of certain household goods, as specified in Chapter 2. (Transportation of your automobile is also excluded unless it is used to transport you and your family to your new destination.)
- o Separate charges for insurance, valuation, and expedite services for moving household goods
- o Expenses such as fines, judgments, and court costs that were incurred while making a move
- o Costs of repairing or replacing appliances and equipment
- o Costs of altering or remodeling residence or other property
- o Local transportation costs during temporary quarters
- o Various real estate-related expenses as outlined in Chapter 1
- o Various miscellaneous moving expenses as outlined in Chapter 3

## Appendix C

**TRANSFER TO POST OUTSIDE  
CONTINENTAL US  
(FMM 9762-25 THROUGH 9762-34)**

If you and your family are sent by NASA on official duty to a station that is outside the continental U.S., the rules and regulations that apply are basically the same as those that apply to domestic relocation. Please note, however, the following differences:

- o Reimbursement for a househunting trip outside CONUS is not allowed
- o The expenses of return travel and transportation upon separation from government service are allowed *whether such separation is for the purpose of the Government or for personal convenience*
- o The maximum weight limits of 18,000 pounds are allowable, but where furnished or partially furnished quarters are to be provided, an appropriate reduction in the allowable weight will be made

Transfers outside CONUS can be complicated. Please be sure to coordinate closely with your POCT to ensure that all issues of your move are addressed.

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## Appendix D

## GLOSSARY OF TERMS

Authorizing Official: The Installation Directors and Personnel Directors at Field Installations, and the Associate Administrator for Human Resources and Education, and the Headquarters Personnel Branch at NASA Headquarters who grant authorization for permanent change of duty station.

Bill of Lading: A document showing shipment of your goods and acknowledging their receipt, signed by the agent of the carrier and issued by a carrier, or the Government.

Calendar Day: The 24-hour period from one midnight to the next midnight. The calendar day technically begins one second after midnight and ends at 12:00 midnight.

Common Carrier: Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, ship, bus, and airplane.

CONUS: Continental United States, meaning the 48 contiguous states and the District of Columbia.

Dependent/Immediate Family: Any of the following named members of the employee's household at the time he/she reports for duty at his/her new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:

1. Spouse
2. Children of the employee or employee's spouse who are unmarried and under 21 years of age or, who, regardless of age, are physically or mentally incapable of self-support. (The term "children" will include natural offspring, stepchildren, adopted children; and grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new permanent duty station is prevented at the time of transfer because of advanced state of pregnancy, or other reasons acceptable to the NASA Installation concerned, e.g., awaiting completion of the school year by other children)
3. Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse
4. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support

Generally, the individuals named in items 3 and 4 will be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

**Effective Date of Transfer or Appointment:** The date on which an employee or new appointee physically reports for duty at the new or first official duty station (as opposed to the Payroll/Personnel interpretation as the date the employee enters on the rolls).

**Household Goods and Personal Effects:** All personal property associated with the home and all personal effects belonging to an employee and dependents when shipment or storage begins, which can be legally transported as household goods by an authorized commercial carrier. Items that can be legally transported are: furniture, appliances, clothing, professional books, papers, and equipment, snowmobiles and vehicles with two or three wheels, i.e., motorcycles, mopeds, golf carts, and other property of a similar nature.

The following are not allowed as household goods and personal effects:

1. Automobiles, trucks, vans and similar motor vehicles, boats, outboard motors, airplanes, mobile homes, camper trailers, and farming vehicles
2. Live animals, birds, fowl, and reptiles
3. Cordwood and building materials;
4. Property for resale, disposal, or commercial use rather than for use by the employee or the immediate family
5. Privately owned live ammunition

**Note:** Generally carriers' tariff prohibit household goods carriers from accepting the articles listed below for shipment. Agencies are advised to consult applicable tariff or to contact the carrier involved if problems arise concerning shipment of the following prohibited articles:

1. Material liable to permeate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons, etc.)
2. Articles which cannot be taken from the premises without damage to the article or the premises
3. Perishable articles including frozen foods, articles requiring refrigeration, or perishable plants unless (a) shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading, (b) no storage of shipment is required, and (c) no preliminary or en route servicing or watering or other preservative method is required of the carrier

Items which are irreplaceable or which have extremely high monetary or sentimental value are not provided special security even though extra value insurance may be purchased. Employees and their dependents are advised to transport these types of items personally.

Househunting Trip: One round trip for an employee and/or employee's spouse to seek a permanent residence at the new duty station in advance of a transfer. Such a trip may not exceed 10 calendar days in duration, including travel time.

Immediate Family: See Dependent.

Incidental Expenses: Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, and hotel maids. May also include laundry and cleaning and pressing of clothing, transportation between places of lodging or business and places where meals are taken, and telegrams and telephone calls necessary to reserve lodging accommodations.

Meals and Incidental Expenses (M&IE): These shall include expenses for breakfast, lunch, and dinner, and incidental expenses, while in a travel status.

Mileage Allowance: A rate per mile allowed instead of the actual expenses of operation of a privately owned conveyance or in connection with personally moving your mobile home.

Miscellaneous Expense Allowance: Generally, a specified amount for the purpose of defraying various costs inherent in relocating a residence, such as disconnecting and connecting appliances, cutting and fitting rugs, forfeiture losses on medical, dental and food locker contracts that are not transferable, etc.

Mobile Home: All types of house trailers and mobile dwellings constructed for use as a residence and designed to be moved overland, either by being self-propelled or towed. Also, a boat when used as the employee's primary residence.

New Appointee: A person not employed by the Federal Government at the time of appointment, including student trainees.

Nontemporary Storage: Storage of household goods and personal effects in lieu of transportation in connection with a regular duty assignment at a permanent duty station outside CONUS or in connection with a regular duty assignment at an isolated location in CONUS.

**Official Station:** In connection with transportation of household goods and personal effects, the term means the residence from which the employee commutes to and from work.

**PCS Transfer:** Permanent Change of Station, when an employee transferring from one official station to another, whether within the same government agency or between two different government agencies.

**Per Diem:** A daily allowance instead of actual expenses for lodging, meals and related incidental expenses. Per diem is computed on a quarter-day basis.

**Permanent (Official) Duty Station:** For the purpose of determining permanent duty travel allowances, a permanent duty station is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to entitlement under regulations relating to the residence and the household goods and personal effects of an employee, permanent duty station also means the residence or other quarters from which the employee regularly commutes to and from work, except where adequate family housing is not available within reasonable commuting distance.

**Place of Actual Residence:** Your fixed or permanent bona fide home. This is not a place where you are temporarily living or at which you cannot establish acceptable proof of residence.

**POCT:** Point of Contact for Travel.

**Privately Owned Vehicle (POV):** For the purpose of mileage reimbursement, a privately owned conveyance is any aircraft, automobile, or motorcycle used by a traveler to perform official travel which:

1. Is either owned by or on loan to the traveler
2. Has been hired or rented by the traveler, but its use as a special conveyance has not been authorized or approved

A common carrier, or a conveyance owned by the Government, is not considered to be a privately owned conveyance.

**Real Estate Transactions and Unexpired Lease Expenses:** Expenses required to be paid by you in connection with the sale of your residence at your old duty station; the purchase of a residence at your new duty station; or in connection with the settlement of an unexpired lease for your rental residence at your old duty station. Generally, such reimbursement is limited to expenses for a required service in buying or selling dwellings.

**Reimbursement:** The amount due you, based on your travel claim voucher, subject to authorizations and applicable limitations and conditions of a travel order, as computed by a Finance/Disbursing Office.

**Relocation Income Tax (RIT) Allowance:** An allowance authorized to reimburse eligible transferred employees for substantially all of the additional Federal, State, and local income taxes incurred by the employee, or by the employee and spouse if a joint tax return is filed, as a result of certain travel and transportation expenses and relocation allowances which are furnished in kind or for which reimbursement or an allowance is provided by the Government.

**Relocation Service Company:** A relocation company under contract to NASA to provide relocation services to eligible transferred employees (such as arranging for purchase of employee's residence, home finding assistance, spouse employment assistance, etc.).

**Service Agreement:** An agreement signed by you prescribing a minimum tour of duty to be served before transportation at Government expense and related allowances are authorized. Your place of actual residence for transportation purposes is established in the transportation agreement. Violation of the terms of a transportation agreement for reasons unacceptable to the Government will make you indebted for the cost of transportation (or storage) and allowances paid by the Government.

**Standard CONUS Rate:** The rate used to compute per diem for a permanent change of station and all other localities not specifically listed in the locality listing.

**Temporary Quarters Subsistence Expenses:** Expenses incurred by you and your dependents when necessarily occupying temporary quarters until you can obtain permanent quarters incident to your transfer to a new duty station. Temporary quarters refers to lodging obtained temporarily after a transfer has been authorized or approved and after you or your dependents vacate the residence quarters in which you and your dependents were residing at the time of your transfer.

**Temporary Storage:** Storage of household goods and personal effects for a short time at a point of departure, destination, or way station in connection with the authorized shipment of your goods.

**Transportation Request (TR):** A written request of the United States Government (Standard Form 1169) issued by a transportation officer or their agent upon presentation of travel orders for the purpose of procuring from a common carrier transportation, accommodations, or other services chargeable to the Government.

**Travel Claim Voucher:** A prescribed form (Standard Form 1012) which you prepare for claiming the amounts due you after you have completed authorized travel. Upon arrival at your final destination, you submit your claim with a copy of the travel order including dates, itinerary, separately allowable reimbursable items of expense, information, and documentation directly relating to travel.

**Travel Order:** Authorization in writing for official travel authenticated by a travel order issuing official (NASA Form 1450).

**Appendix E****STATEMENT ON VIOLATION  
OF SERVICE AGREEMENT****(FMM 9762-17)**

In the event an employee violates the terms of a Service Agreement, including failure to effect the transfer, any monies spent by NASA for such travel, transportation, and allowances will be recoverable as a debt due NASA unless the reasons for separation are beyond the control of the employee and are acceptable to the responsible officials of NASA. Violations of the terms of a Service Agreement refer to failure to meet or comply with the specified conditions of the agreement.

Transfers from one duty station to another while serving under a current agreement within NASA is not an agreement violation even though a new assignment is signed in connection with the transfer. An employee serving under such an agreement at a permanent duty station within the United States or in a foreign or nonforeign location may be released from the conditions of such a service or transportation agreement when the separation was for reasons beyond the employee's control and acceptable to NASA. The determination of acceptability will be made by the Associate Administrator for Human Resources and Education (Code F) for NASA Headquarters, or by the Director of the NASA Field Installation concerned.

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## **Appendix F**

# **A HELPFUL CHECKLIST OF THINGS TO DO**

**NOTE: This appendix is to assist you in preparing for your move. This is not to be construed to increase or decrease your permanent change of station entitlements in any way.**

### **Phase I**

- \_ Verify what NASA's relocation policy covers and what you will be responsible for.**
- \_ Establish tentative dates for your move.**
- \_ Layout your planning calendar schedules.**
- \_ Put your home on the market, or notify your landlord of intent to vacate.**
- \_ Begin your mover selection process.**
- \_ Make a househunting trip to your new town. Contact a real estate agent or get an apartment guide if you are renting.**
- \_ Select a moving company to handle your relocation.**
- \_ Make a list of everyone you need to notify. Update your address book of friends, relatives, and other contacts, including phone numbers.**
- \_ Obtain a change of address kit from the Post Office, and begin filling out the notification cards.**
- \_ Begin sorting out those items you do not plan to move. Plan a date for a garage sale.**

- Contact the Internal Revenue Service or your accountant for forms and information regarding tax deductible moving expenses.
- Select your new home, and arrange financing. Establish tentative closing dates.
- Check school schedules and enrollment requirements.
- If applicable, obtain place of worship information for your new area.
- Determine requirements for new drivers' licenses and transfer of registration/license plates.
- Contact an insurance agent to arrange for coverage on your new home and contents and automobile insurance.
- Look for job opportunities for your spouse and children, if they plan to work.
- Select a bank, establish accounts, and obtain a safe deposit box.
- Sketch out a floor plan of your new home and get room measurements. Determine how your present furniture, appliances, and decor will fit, and make a list of things you will need to buy.
- If you still have not found a new home, secure a Post Office box for mail forwarding.
- Compile a list of utilities and their phone numbers. Determine any requirements to commence service (such as deposits or prepayments.)

## **Phase II**

- Notify schools when you are moving. Arrange for records to be transferred to the new school system.
- Schedule pick-up and delivery dates with your mover. If you need storage, make arrangements with the moving company now.
- Continue sorting belongings that you will dispose of, items you are taking with you, and everything else that goes with the mover.

Appendix F

- If you have high value or unusual items that you expect to ship, obtain an appraisal and gather receipts.
- Make your travel arrangements.
- Time to hold your garage sale, and/or give to charity items that you no longer need.
- Verify your time schedules with your real estate agents or landlords.
- Reconfirm dates for packing, pick-up, and delivery with your mover.
- Send out change of address cards to the Post Office, friends, relatives, and magazines.
- Gather all your personal records:
  - Doctors                      - Dentists                      - Lawyers
  - Accountants                - Worship Places           - Schools
- Contact utilities at your old home concerning disconnect dates and a forwarding address, and contact those in your new town to begin service:

	Disconnect/ Date	Commence/ Date
Phone company	_____	_____
Gas company	_____	_____
Electric company	_____	_____
Water service	_____	_____
Cable TV	_____	_____

- Notify your credit card companies of the change of address. Apply for new bank cards and local store charge accounts if necessary.
- Take care of financial arrangements:
  - Transfer bank accounts.
  - Contents of safe deposit box.
  - Notify your broker or investment counselor.
  - Settle any outstanding bills.

- \_ Take your pet to the veterinarian for immunization and preparation for the journey. Arrange for transportation, and obtain copies of your pet's records and licenses.
- \_ If you are moving out of or into an apartment or high-rise building, contact the property manager and reserve the elevator for moving day.
- \_ Drain oil and gas from all your power equipment.
- \_ Cancel deliveries and services such as newspapers, diaper service, and trash collection, effective by your moving date.
- \_ Consider a sitter for kids and pets for moving day.

### **Phase III (Moving Week)**

Three or four days before moving out:

- \_ Defrost your freezer; give or throw away any perishable food you will not eat in the next two days.
- \_ Give your plants to a loving home.
- \_ If you are driving, have your car serviced.

One or two days before moving out:

- \_ Pack your luggage and anything you are taking with you.
- \_ Use only those household items you absolutely have to, like towels, sheets, pans, a coffee pot, and a few tools. Everything else should be ready to go.
- \_ Have the moving company pack everything that you are not taking yourself.
- \_ Obtain travelers checks for trip expenses and payment to movers.

Moving Day: relax and observe the moving company professionals at work.

- \_ Return telephones to the phone company if they are leased.
- \_ Before the movers leave, check through the house with your driver to make sure nothing was missed. Remember to check the attic, basement, closets, cupboards, and drawers.

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